

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF)
SOLICITATION ON COURT)
PREMISES)
_____)

ADMINISTRATIVE ORDER
NO. 96 - 022

There is good cause to provide a system by which the Court is able to monitor and control the level and types of solicitations within and around the buildings it occupies which may be directed at Court employees and other users of the premises; and, in order to reduce the negative impact of offensive materials or conflicts of interest and upon the advice of the Court's Judicial Executive Committee,

IT IS ORDERED that the following policy relative to Solicitation on Court Premises is hereby established.

POLICY

Solicitation by Court employees or other persons not in the court's employ for any purpose is prohibited in public areas, in all Court buildings, facilities and grounds. This applies to all solicitations for donations, selling or peddling, and distribution of sales/informational material of every nature with the exception of those activities designed to promote employee activities or the welfare of employees, unless prior authorization by the Presiding Judge or his/her designee has been obtained.

Solicitors who have not received permission to distribute informational material, including pamphlets, brochures, bulletins, or any other type of material, are restricted to public places. Solicitation materials may not be placed or posted in any public area.

DEFINITIONS

For purposes of this order, "solicitation" is defined as:

- A. Any activity which might be considered or interpreted as the promotion, sale or transfer of products, services, or memberships, donations, or for the participation in a venture of any kind, including organizational or grievance activities other than those activities designed by employees to promote employee activities or employee welfare.
- B. The distribution and/or posting of handbills, leaflets, circulars, advertising or other printed material for purposes cited above shall be construed to be solicitation.

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DEFINITIONS (Continued)

For purposes of this order, the term "public area" means all areas maintained by or for the use of a Court agency or department to which the public has access.

For purposes of this order, the term "public places" is defined as the grounds outside Court buildings and beyond adjacent plazas, public egress and ingress space and parking facilities overseen and/or occupied by a Court agency or department to which the public has access.

AUTHORITY AND RESPONSIBILITY

All Court employees are responsible for ensuring that solicitation, as described in this policy, does not interfere with the normal and effective completion of the work of the Court.

If persons outside of the Court employ are engaged in unauthorized solicitation in a public area, it is the responsibility of Court supervisory personnel to: (1) advise the solicitor(s) of the procedures for obtaining authorization prior to distributing material or contacting Court employees and, (2) request that the solicitor(s) discontinue their activities or remove themselves from Court premises. If the solicitor(s) continues such activities, Court supervisory staff shall notify the Court Security Officer.

The Presiding Judge or his/her designee, is authorized to approve or deny solicitation requests.

The Court has the right to remove unauthorized materials from bulletin boards. Custodial personnel will be alert for unauthorized solicitation materials and will discard them immediately.

PROCEDURE

Pursuant to this policy, anyone may request permission to post/distribute information or contact Court employees. The procedure for approval is as follows:

1. Solicitation requests must be made in writing on an appropriate form authorized by the Presiding Judge or his/her designee and available through Superior Court Administration. The request to solicit must be made at least 20 days prior to the expected posting or distribution of material or contact with Court employees. A copy of the material desired to be posted or distributed should be submitted.

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PROCEDURE (Continued)

2. If the Presiding Judge or his/her designee denies the request, the requester will be notified in writing that the items may not be distributed and/or that Court employees may not be approached.
3. If the request is approved, the requester will be notified in writing that he or she may distribute or post materials in specified locations or arrange meetings with Court employees only in accordance with the instructions of the Presiding Judge or his/her designee.
4. Violations of this policy may result in employee disciplinary action. Repeated violations shall be reported to the Presiding Judge or his/her designee.

DESIGNATED AUTHORITY

The designated authority to implement, oversee, and otherwise manage this solicitation policy shall be the Superior Court Administrator.

Done this 19th day of March, 1996.

Robert D. Myers
Presiding Judge, Superior Court

Original filed with the Clerk of the Court

cc: All Judges and Commissioners
Gordon Griller, Court Administrator
Court Management Team